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Office Memorandum • UNITED STATES GOVERNMENT

TO : CLASSIFICATION & WAGE DIVISION
Attn: Mr. 25X1A9A

DATE: 8 June 1954

FROM : TSS/Personnel

SUBJECT: - Upgrade Position

25X1A2E

1. It is requested that position BY-136 in TSS be reviewed by the Classification & Wage Division and a determination made as to whether the slot should be upgraded from grade GS-11 to GS-12.

25X1

2. Subject was hired by TSS over a year ago at grade GS-11. During the period he has been employed by this office subject has performed duties believed to be over those normally required from a person at grade GS-11.

25X1

3. It is urgently requested that immediate action be taken on this case.

25X1A9A

Personnel Officer, TSS

Distribution:

- Orig and 1 - Addressee
- 2 - TSS/Personnel

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6/9/54